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## 2005-06 UNOPA Executive Board Minutes, May

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## **UNOPA Executive Board Meeting**

May 3, 2005, 3:00 p.m.  
1700 Y Street, rm 125A Business Services

**Call to Order:** President Sandy Watmore called the meeting to order at 3:00 p.m.

**Board Members Present:** Sandy Watmore, Becky Hastings, Valerie Egger, Lois Erickson, Helen Sexton, Gretchen Walker, Carol Bom, Deb Hendricks, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

**Board Members Absent:** Jeanette Fisher, Barb Anderson, Marcy Tintera, Shirley Horstman, Debbie Burns

**Ad Hoc Members Present:** Mary Guest, Edie Schleiger, Lola Young, Faye Massa, Kathy Thompson, Diane Wasser

**Ad Hoc Members Absent:** Dora Dill, Kathy Stastny (retired)

### **OFFICER'S REPORTS**

**Recording Secretary:** Valerie Egger

Valerie reported that various board members had submitted corrections which had been made to the minutes. No further corrections were noted. The minutes were approved as they stood.

**Treasurer:** Lois Erickson

The beginning checking balance on <sup>April</sup> May 1, 2005 was \$4,828.14. Income was \$474.50 and expenses were \$266.14. That leaves the ending checking balance at \$5,036.50. The CD balance is \$3,021.92. The cost object balance is -\$957.83 (approximately \$2,200.00 in award expenses is still waiting for reimbursement).

Lois noted that she was missing the paperwork for a mailing charge. It was concluded that the charge was for mailing *UNOPA Notes*. Some individuals received itemized statements of expenses from Lois for the year for their review. Helen finished the bill that needs to be submitted for awards reimbursement: Boss of the Year, Silver Pen, Rose Frolik, and Outstanding Staff. It was noted that the Rose Frolik award is not reimbursable from the Floyd S. Oldt Account. Therefore, Helen will revise the bill omitting the Rose Frolik award expenses, and then submit it to Lois.

Lois has lined up Belinda Gillam to do the annual audit and asked if that was O.K. with the board. The board does not need to approve choice, so Lois will move forward with having Belinda do the audit.

**Corresponding Secretary:** Jeannette Fisher

Sandy Watmore reported for Jeanette who was unable to attend. Jeanette took pictures of the April meeting honoring past-presidents and retirees and gave them to Diane Wasser to post on the Web site. A get well card was sent to Betty Jacobs

**President-Elect:** Becky Hastings

Becky thanked the current board members for filling 2005-06 positions. All are filled except the Ways and Means committee chair. Becky suggested possibly having co-chairs if two willing individuals could be found. Any recommendations for a Ways and Means chair should be given to Becky.

**President:** Sandy Watmore

Sandy will meet with Herb Howe on May 9. There will be a June meeting as well that will include Becky. On April 27, Sandy and Becky attended the Deans and Directors meeting and Sandy introduced Becky to the participants.

Sandy asked Faye Massa how UNOPA goes about paying for the two Spinoza Bears we are sponsoring. Faye will send Sandy an invoice (or memo) for the cost. Approximately \$150 - \$160 each. The bears will be delivered in a week or so.

Sandy modeled a UNOPA t-shirt she had made and planned to present to all of the board members who attended all of the board meetings this year. After checking records, it was concluded that Sandy was the only one able to attend all the meetings. Sandy made and presented certificates to other members with outstanding attendance.

Regarding annual reports, get them to Sandy Watmore by June 15. As the treasurer audit may not be completed until after audit June 30, the treasurer's report should be sent to Sandy ASAP. Sandy will forward the report individual reports to Judy Anderson who will format them in last years' report format.

## **COMMITTEE REPORTS**

### **Awards:** Helen Sexton

Reimbursement for award expenses was already mentioned during the treasurer's report. Sandy noted that Helen did much of her work from home while recovering from surgery.

### **Employee Concerns:** Barb Anderson, Gretchen Walker

UNL Human Resources requested a recommendation for a UNOPA member who could serve on a search committee. Lorraine Moon was recommended and able to serve on the search committee.

### **Foundation:** Carol Bom

Carol received two applications for professional growth reimbursement. One is for conference expenses and one is for PSP expenses. She will meet with her committee May 4 to review these applications. The amount currently available in the Bradley Munn Professional Growth Fund is \$2,708.34. Members can receive professional growth funds once every two years.

### **Hospitality:** Deb Hendricks

Deb noted that she was receiving registrations for next Tuesday's general meeting although they are coming in slowly. Becky is preparing programs and needs a reservation count before printing them. Deb wants to send a thank you to Ron Burke with UNL Catering for his staff's hard work and the good deals he has given UNOPA. It was agreed that she would send a thank-you on behalf of the board and all members.

### **Membership:** Donelle Moormeier

Regarding the Committee Form, it has been revised as suggested. Once mailed who should completed forms be sent back to? It will probably be Amy Stewart who will be the new membership director. Donelle inquired if she should remove the Outreach Committee from the committee list since this committee is currently called the Summer Social Committee. It was suggested that she stay with the name Summer Social Committee until after the bylaws are voted on to see if the name is changed to the Outreach Committee. She will send a copy of the form to all members via the UNOPA Listserv for feedback.

Donelle has talked to Trish in Human Resources who will send an email list of new office personnel to the new UNOPA membership chair at least once a month. The new personnel will then be contacted about the opportunity to join UNOPA. Donelle will work with next year's membership chair. There are currently about 140 active members.

### **Professional Growth/PSP:** Shirley Horstman

Shirley Horstman received and approved two applications for individuals seeking certification from the Professional Standards Program (PSP) sponsored by the National Association of Educational Office Professionals (NAEOP). Shirley will present the two PSP recipients with plaques at the General Meeting next week.

### **Professional Growth/Workshops:** Judy Anderson

No report.

### **UNOPA NOTES:** Barb L'Heureux

Barb plans to mail the next *UNOPA NOTES* by Friday, May 6.

### **Ways and Means:** Debbie Burns

Debbie was not in attendance but Becky Hastings will talk to Debbie about possible suggestions for next year's chair and suggest the possibility of committee co-chairs.

## **COMMITTEE REPORTS**

### **Bylaws:** Dora Dill

Sandy reported that Dora will do a presentation on the bylaw changes at next week's general meeting. She has received several calls, one correction, and some questions which will be addressed at the meeting.

### **Communication Technology:** Diane Wasser

Diane thanked everyone for the email congratulations on receiving the Rose Frolik award in April. Otherwise, she had nothing to report. She did ask if the board was interested in having the officer reimbursement form on the Web site. The board enthusiastically agreed it would be a great idea.

### **Mentoring:** Kathy Stastny and Mary Guest

Kathy has retired. Mary will have a new co chair next year.

### **NAEOP Liaison:** Edie Schleiger

No report.

### **Unfinished Business:** Sandy Watmore

Again, Sandy needs annual reports turned in to her by June 15.

Sandy will be making committee member certificates and needs to have all the directors recheck the list of committee members' names one last time so she doesn't miss anyone. She will be sending the list via e-mail to the directors. Please get back to her as soon as possible

It has been suggested that UNOPA host the NEOPA spring 2006 conference. This usually does not cost sponsors a great deal and the board must vote on hosting the event. Sandy has a couple of people willing to chair a conference sub-committee. Barb L'Heureux motioned that UNOPA host the 2006 spring NEOPA conference. Helen Sexton seconded the motion. Motion passed.

Diane Wasser and Sandy Watmore are interested in co-chairing the conference.

Sandy reported she would be gone May 20-27, and hoped to take three days vacation every month for rest of the year.

Sandy presented the board members with parting giftsEcharm bracelets with that had a UNOPA insignia charm, and another charm indicative of the office or committee (i.e. pencil for recording secretary, southern bell for hospitality). Becky presented Sandy with a commemorative, engraved clock from all the board members.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Valerie Egger, Recording Secretary